STATE OF MISSOURI
IMFORMATION TECHNOLOGY ADVISORY BOARD
MEETING MINUTES
February 27, 2002

ATTENDEES:

Jill Hansen	Gail Wekenborg	Todd Graig
Brenda Dillane	Leu Davison	Chris Wilkerson
Gerry Wethington	Don Lloyd	D. L. Ragar
Maj. Curt Christian	Steven Adams	Dan Steidley
Rex Peterson	Dennis Bax	Brenda Wilde
Dean Williams	Tim Dwyer	Doug Young
Jim Weber	Jim Roggero	Scott Peters
Tom Stokes	Tony Wening	Gina Hodge
Ron Thomas	Jeff Falter	Paul Wright
Debbie Tedeschi	Rich Beckwith	Ron Welschmeyer
Jan Grecian	Karen Boeger	Tom Robbins
Mary Luebbert	Bob Meinhardt	Mary Willingham
Cliff Gronauer	Patsy Bond	
Jearl Reagan	Lori Hogue	

PRESENTATIONS

Incident Reporting System --- Lynn McKee
Lynn McKee reported on the Information Security Management Office (ISMO) Incident Response Plan and Procedures that ITAB approved at the December meeting. Lynn distributed a copy of the procedure. The primary purpose of the procedure is to be able to share information and resources to minimize the impact when an incident threatens the state's information security. When a security incident occurs, the primary or secondary contact for the affected agency must report to the Technology Services (SDC) Help Desk as soon as possible. Since reports will only be accepted from the primary or secondary contact, each agency is responsible for developing internal incident handling procedures that roll information up to them. ISMO has assembled a list of telephone numbers for the primary and secondary contacts for each ITAB member agency. A key part of the procedure is the PhonePoint notification system that will call each member agency's primary and secondary contact in a progression order of office phone, cell phone, pager and home phone. Lynn stressed that if an agency has given a help desk number instead of an individual that this would not work. The system will progress through the list until the primary or secondary contact confirms they got the message that a security incident has been reported. ISMO will monitor progress in the affected agencies; research remedies from the anti-virus vendors and provides regular updates through voice mail messages to the primary and secondary contacts. It is imperative that the agencies maintain the correct telephone numbers in the ISMO call list.

Gerry commented that this is a good start but we need to continue to expand our view of incident reporting and look at helping local, city and county governments as well.

Jim Weber requested and it was agreed that the call list be sent to each agency director for confirmation. Jim Roggero requested notification when an incident is reported from any part of the state since many agencies have remote offices. Cliff Gronauer asked if ISMO could centralize the patches or fixes from the anti-virus vendors for convenient access to the agencies. ISMO will consider both requests.

DNR SAM HR Reports Presentation – Chris Wilkerson
Chris Wilkerson showed various reports that DNR has developed which can be brought up in Access, Word or Excel. The reports were very impressive and there was much discussion. Chris offered to give the code for the reports to other agencies. The system has an Access front end and uses DB2 and if interested, agencies would need

to have a DB2/DBA. Anyone interested can let Chris know and he will help get the agency set up. Jill thanked the team for their hard work and willingness to share.

ACTION ITEMS

1.   Approval of the January 30th, 2002, Information Technology Advisory Board Meeting Minutes

Motion approved with amended changes by Jim Weber, Gina Hodge seconded and approved.

GENERAL BUSINESS

1. **CIO Update (Gerry Wethington)**

Strategic Plan - It is time to update our Strategic Plan. Gerry suggested that we would start by identifying accomplishments and making a list of issues. All ITAB members are invited to participate in creating the strategic plan, they just need to let Gerry know if they wish to attend. He is working on finalizing the agenda. He is also asked Bill Bott from the Missouri Results Imitative Office to help facilitate the two-day session. Plans are to do it offsite and at the end of April or the first part of June.

Business Continuity - Decision item still remains in OIT budget of $600,000. Tim Daniels in the Homeland Security office thinks he might have some money available to also work with Business Continuity. Business Continuity is very high on the national agenda as well as on Tim Daniels' agenda for the state of Missouri. We need to have an accurate picture of Business Continuity and be able to distinguish it from disaster recovery. Most believe that if the State Data Center has a plan then they don't need one. Each agency needs to get on board and realize if they don't have one, now would be the time to get one together. Rich Beckwith asked that Gerry keep the department heads current with this issue to help move it forward. Gerry said that he has spoken with the cabinet to make them aware of this project.

Homeland Security and ITAB Security Committee - Ridge's office has asked Gerry to complete a survey on Homeland security. Gerry read and discussed some of the questions on this survey and is willing to send the completed survey to ITAB members. Gerry asked for feedback determining if it would it be appropriate to take a subset of the ITAB Security Committee and have them assist Tim Daniels office with IT security issues. Since money will flow through SEMA and FEMA into Homeland Security it might be a good idea to have some people with IT expertise assist Mr. Daniels in these decisions. Gerry has discussed this idea with Tim Daniels and would like to know the feelings of fellow ITAB members. Jim Weber said this would give ITAB members a chance to be a part of forming policies. Rex Peterson and Jim Roggero also agree with Jim Weber. Gerry did confirm that security would continue in our architect domain. Gerry also asked if it would be helpful to put together a white paper to help agencies understand and help push it up and down the chain. It was agreed that this paper would be helpful.

META Contract - META has come back with separate offers of their services. The OIT's office could pick topics that are important to the state and list all of their staff as the members. OIT would then work as liaison for the agencies. However, this has to be worth the money and resources, since the agencies would not be able to contact META directly but the liaison would have to do it for them. Gerry asked ITAB members if they were interested in the liaison aspect of this program. The interest in this was about half and half as to those who were interested and those who were indifferent. The larger agencies that depend on this resource were very interested. Dennis Bax recommended we do implement this but not choose our topics until after the strategic plan is in place to determine what direction we would be heading.

Network Consolidation Activity - MOREnet, Dept of Insurance and Dept of Mental Health all expressed interest in a consolidated network.   A meeting was held and it was determined that this is a project that we need to push forward. It was decided not to take the assets we have today and make them into a consolidated network. We need to determine what it is we would need three years down the road and begin to build and plan for it. The players that we are looking at being involved in this process are someone from the cooperative network, MOREnet, MODOT, National Guard, DIS and the OIT office. This group will start meeting on a regular basis.

E-government - At this time, there are no Governor recommendations for funding for E-government. Gerry will continue to work with staff to evaluate the RFP, create the portal, and work on the data dictionary project. Everyone needs to be engaged in the data dictionary project and how it applies to your business. In Missouri the Traumatic Brain Injury Program wants to work with data dictionary. We need to decide how to work with name and address,

how do we go to the technical standards, and how do we roll out such a program. The private sector is encouraging this type of activity involving the creation of data dictionaries.   Gina Hodge asked about standards on PIN numbers, smart cards, digital signatures and user ID and passwords. These will depend on the award on the RFP and that should happen around the end of March.

IBI Contract - The contract is up for renewal. Do we want a statewide contract or do we move to another area? Gerry asked how many IBI users would like to meet to talk about proceeding. Dennis Bax, Cliff Gronauer and Jill Hansen indicated they were interested and would work together. Dennis Bax offered up extra desktop licenses if anyone is interested. You would be responsible for the upgrade but he has extras since he is moving to the web environment.

Network Virus Protection Product Update   Semantec provided a presentation and continues to send letters indicating that all state agencies are in agreement that they should be the standard. Gerry wants to talk to all providers (Norton, McAfee, Semantec, etc) before a decision is made. Cliff Gronauer is waiting for a decision and asked about the time frame.   He volunteered to chair a committee to look at this issue and make a recommendation.

State of the State Report - Gerry acknowledged Jan Grecian for a job well done on this report. However, the Governor's Office was overwhelmed with so much information so they are requesting a summary document of about 3 – 10 pages. It will need to include the growth of demand, projects completed for citizens and accumulated demand. Any suggestions would be welcomed.

Federal Priorities - OIT has submitted some federal priorities. They are: HIPPA which will not begin until they announce what all the rules are, E-Gov for $7.8M, Network consolidation which is in Tim Daniels budget for $600,000 and $300M for comprehensive telecom satellite wireless network.

IDMS Conversion - What would it take to convert out of our IDMS environment?   Social Services and Revenue had both checked into it and found a large $$$ amount.   We should probably regroup and meet again to discuss. Anyone interested in IDMS conversion should let Gerry know and a meeting will be scheduled. Gerry has found that there are some companies that do not convert the applications but have new approaches to moving these legacy systems over to a new environment. One company has agreed to do a pilot and give us some ideas as to whether or not we can save by doing this conversion.

Youth In Government - OA has asked Gerry to again work with Youth in Government. The topic that has been selected for this year is "Should the state of Missouri be concerned with Cyber-terrorism"?   Gerry would like to work with Gail Morris and R.D. Porter on the Cyber-terrorism topic. We would work with this group and they would put together a presentation and if their presentation is selected, then it would go before the Governor and that would be to our benefit.

Senate Bill 1038 - Everyone needs to be aware of the current legislation prohibiting government from competing with the private sector. This bill was submitted by Senator DePasco and HB 1930 by Representative Burton. The bill states that the government cannot compete with the private sector for electronic transactions. This broad language has impact on about every state agency doing business on the Internet. Most agencies have submitted bill reviews or fiscal notes saying the language is very broad and not well defined.

There have been hearings on this piece of legislation and someone from MU gave testimony that if the University could be exempt then MORENET would be in favor of this bill. Tony Wening from MORENET commented that they do not hold this position and they will look into who gave the testimony and get the issue resolved.

Bob Meinhardt indicated that Rep. Burton says it allows the state to do electronic commerce but it has to be justified and costed out, allowing the legislature to determine if we can do business. Cliff Gronauer asked why the bill only focuses on electronic transactions and not all services. Chris Wilkerson questioned how this would affect his department. Gerry gave the example that if there was a vendor that offered the ability to collect fees then they may not be able to do this application in-house. Jim Weber made the comment that practically everything we do; we wouldn't be authorized to do. Carol Fisher (Director of Revenue) has gone to speak with Senator DePasco. The impact of this legislation on our ability to move ahead with E-Gov could bring it to a halt. Gerry's office will try to meet with some people to see what they can do.

Section 508 Accessibility - We are in the process of engaging Diane Golden and the Division of Purchasing to help draft state policies to comply with Federal legislation.

Software Piracy - There are many areas that need to have policy written. One area is software piracy. Gerry has assigned Debbie Tedeschi to do this and any help would be appreciated.

Digital Survey - We are working on improving our responses but we are not sure how respond. Gerry has inquired to the states that were in the top 5 to see their responses and they said no. It is hard to submit information to be judged when you don't know what you are being judged on. Response is due March 8.

Performance Measures - Gerry mentioned, if you are interested in working on Performance Measures, let him know.

2. **Miscellaneous Items (Jill Hansen)**

Letters - Jill reminded everyone that we need letters from Department/Agency Directors declaring the ITAB member and alternate for their Department/Agency. This can be a letter or e-mail to her with the appropriate information.

ITAB Calendar - We are working on a 2002 ITAB calendar and hope to have it completed as soon as possible. Members should send any items and/or meetings they feel should be on the 2002 ITAB calendar to Mary Luebbert.

Awards Available - A reminder about awards, there are two awards, Making a Difference and Missouri Recognition Award. Jan Grecian distributed copies of the awards and briefly explained the differences between the two awards. Everyone should be encouraged to take advantage of these two awards.

Posting SAM II Updates - Jan Heckemeyer asked Jill to discuss SAM II updates. These updates are now posted every 6 months but Jan would like to know if ITAB members would like these updates (fixes) posted more often. The updates would be optional but could be helpful to an agency waiting on a particular fix. Jill asked for input if anyone would find this helpful. The ITAB members indicated that they would like to only make updates as infrequently as possible. Jill will let them know that we would like to keep it every 6 months.

3. **Committee Review (Jill Hansen)**

Jim Roggero distributed a draft of the Project Management Charter. Cliff Gronauer made a motion to approve and Jim Weber seconded. Motion was passed by unanimous vote.

On the second page of the draft charter 4.1 Jim pointed out the requirements for membership. The Chairman, Vice Chair, and Subcommittee Chairs are required to be members of ITAB, while subcommittee members are not. Jim passed around a sign up sheet for the four subcommittees under Project Management. There was one chair open (needing to be filled by an ITAB member) and some positions on Performance Measurers, Project Oversight and Risk Management Committees. He asked that anyone willing to sign up or sign up staff in the appropriate areas, should do so. Jim also mentioned that there is a product available that he wanted to make everyone aware of. It is a CA product to use for Project Management. From his committee, he wanted people to know that it was available out in the CA library for those participating in the contract. It is not going to be declared a standard but is something that agencies could consider. DESE is already looking at this product

4. **CA Contract (Bob Meinhardt)**

At this point there were many questions about the CA contract. Bob Meinhardt gave a brief overview of the CA contract and how that works. Only certain agencies are paying for the products currently and for them there is a library of tools that can be traded out if so desired. By June 30th the products need to be moved from the library to inventory to be included. It was determined that the participants in the contract need to get together and make sure the tools are in the appropriate place. Bob agreed to assemble this group.

5. **Update on Subject User Group Report (Cliff Gronauer/Rich Beckwith)**

Rich researched user groups to determine what is still out there and what they are doing. He indicated that many groups no longer exist. Out of 6 groups, only one still exist and that is Digital Media Developers Group. Five groups can be retired (Computer Aided System Engineering User Group, Firewall Users Group, Geographic

Information System Users Group, Internet-Working Technical Group and Missouri Government Information Technology Group). Gerry discussed the Missouri GIS Advisory Committee. The GIS group is appointed by the CIO annually and accountable to Gerry. The ITAB liaison is Jim Poole. There are people on this committee that are not state employees. The GIS Users group is one that Chris Wilkerson volunteered to help get this group back in operation and would be willing to liaison. Chris Wilkerson will check into getting the GIS group together and forming a charter.

6. **Update on Product User Group Report (Mike Wankum/Scott Peters)**

Scott Peters reported on the research of the Product User Groups. Out of seven different products, four are still in existence (Focus User Group, MS Visual Basic User Group, Lotus Notes User Group, and the Oracle User Group). Most have a mission statement but no charter.

Gerry questioned where the ITAB members wanted to go with the Product User Group/Subject User Group. Is it really our place to govern them? There was much discussion about letting staff participate in groups that ITAB does not have control over. It was agreed that as there are User Groups identified we could record they exist and keep them on the web site without a formal charter. W e also agreed to give them a page off of the OIT web site where you can go for information on the groups. We can start with the list that Rich, Cliff, Mike and Scott have uncovered.

7. **Architecture Review Committee Update (Jim Weber/Bob Meinhardt)**

Jim Weber hopes to have something at the March ITAB meeting

8. **Distance Learning Update (LTC Tom Smith)**

No significant changes from January meeting.

9. **Project Management Committee Update (Jim Rogerro/Tom Stokes)**

The real key is the relationship of the committee and their sub-committee. We don't have a lot of answers right now but we need input and people on the subcommittees.

➢ Performance Measures (Cliff Gronauer/Tom Stokes)
It was agreed that the performance measures needed to be identified first to get the committees moving.

➢ Total Cost of Ownership (Dennis Bax/Jan Grecian)
Dennis Bax emphasized that it was very important to get something in place for TCO that can be used in the next budget cycle.

➢ Risk Management (Dave Schulte/Tom Stokes)

➢ Project Oversight (Gail Wekenborg/Debbie Tedeschi)
Committee has not met but plans to meet in late February or early March.

10. **Internet/MOREnet Update (Tony Wening)**

No Report

11. **Statewide Purchasing Update (Karen Boeger)**

Karen announced that the Statewide IT bid was awarded February 25. Statewide notice should be on web site within the next week. She is currently working on the E-government RFP, and the statewide credit card contract with the Treasurer's Office. Purchasing is still waiting on pricing from MAGIC and when questioned on the

timeline it was commented that it should be very soon. Waiting on ORACLE to get back with Purchasing. DLT Solutions is telling Purchasing that they can also provide ORACLE products. If this is so, we cannot use a single feasible source. Prime Vendor contract is up December 31 and Purchasing is working on a draft of a two-year contract with no renewal options. Jearl Reagen asked what was the effective date of the IT consulting contract and how long could they keep their current contractors. The contract was in place yesterday but she would extend the current contract until the end of April but then all consultants must be swapped over.

12. **Personnel Committee Update (Chris Wilkerson/Jan Grecian)**

Chris reported that he did not receive any additional volunteers for the Personnel Committee. They have the details on the layoff issue. He highly recommends that you look at the specialty codes that people have attached to their job and also make sure your staff has up-to-date performance measurers. As soon as the committee meets, Chris will walk the ITAB members through the layoff process. GIS positions were modified and the proposal was sent to Dena Brandt in OA Personnel.

13. **MOTEC Update (Gina Hodge/Jim Weber)**

The FTE counts were sent out on Monday for the cost allocation plan for MOTEC. They would like to have the confirmations back by March 8. Tom Robbins brought up the issue of CISCO training. This seems to always be a problem since it is such a specialized training. Only a few people need it and for some reason, we can never get all the people who need it together at the same time therefore prohibiting us from offering the class. It was suggested that MOTEC send a list of technical classes to ITAB members and indicate these are the classes coming up and see if the IT directors can plan a little better and get these classes set up so we don't have to send staff away for every expensive training.

14. **Security Committee Update (Rex Peterson/Bob Meinhardt)**

The committee is looking at a Military program Information Condition Action Plan called INFOCON. They are looking at this as a possible device that the State could use. Gerry asked that the Guard be aware that currently this information is subject to the sunshine law in state agencies. So if they give this information out to the state and a sunshine request comes through, it may have to be turned over. They may want to be careful how they handle this information.

They are looking at doing agency security assessments and looking at assessment tools to help the agencies. In the December meeting Rex distributed a draft of the security committee charter but there was not a quorum to vote. Rex will redistribute the charter and we will vote on this charter at the March ITAB meeting.

15. **Technology Services Update (Gail Wekenborg)**

Jill reported for Gail. Many are experiencing Internet problems. Technology Services is aware of the issues with the Services box. They have been trying different things ranging from processor boards to disk mapping. Several meetings are scheduled with MORNet to discuss options, which will lead to more reliable performance. It was requested that we always report any real or perceived services issues to SDC Help Desk. The MAN contract expires March 3 and we are working with Sprint and Purchasing to renew for the next 16 months at current rates with adjustment to termination (disconnect) language. The next SDC Steering Committee Meeting is March 28.

16. **HIPAA Committee Update (Gary Lyndaker/Rex Peterson/Bob Meinhardt)**

Rex reported on HIPAA. They were asked to come up with costs. His best guess is between $10M and $500M. Until they have more detail they won't be able to give any better estimates.

17. **Sam II Data Warehouse Users Group Update (Mary Willingham/Debbie Tedeschi)**

Mary Willingham reported that they continue to meet once a month and have 60 to 70 people attend. DNR gave their presentation on their reports and several agencies are interested. She stressed the same point made earlier by

Chris that a DB2/DBA will be needed. Next month OSCA is on the schedule to show their Financial and HR programs. A large SAM upgrade will happen (probably in August)

18. **Privacy Committee (Scott Peters/Bob Meinhardt)**

Scott Peters reported that the privacy legislation is HB 1445 and SB 712. Gerry feels this bill will be passed and asked that Scott bring back the original language so we will all understand the details of the intentions of this legislation.

19. **Mentoring (Tim Dwyer/Jan Grecian)**

Tim Dwyer distributed a draft charter. He explained and described several areas of the charter. Tim asked that members review and we will vote on it at the March ITAB meeting.

OPEN DISCUSSION

Jill discussed the action items that came out of today's meeting.

REVIEW OF ACTION ITEMS

- Send out Incident Reporting List - DIS

- Set up Strategic Planning Meeting - OIT

- When the time comes, put together committee to work on IBI contract - OIT

- Gerry will prepare response to Homeland Security and circulate it - Gerry

- Develop and distribute a white paper on Business Continuity - Gerry

- Let Gerry know if you are interested in IDMS Conversion - Agencies

- Let Gerry know if you are interested in helping draft policies for accessibility - Agencies

- Let Gerry know if you are willing to work on software piracy policy - Agencies

- Turn in Digital Survey as soon as possible - Agencies

- Send in you name if you are interested in Performance Measures - Agencies

- Gerry will give the history of MOGISAC to Chris and Chris will put together a charter and get group started

- Set up Web Pages for product and user groups – OIT office (someone will contact the groups)

- Set up CA Contract meeting – Bob Meinhardt

- Send out Security Charter with new minutes to be approved in March meeting - Mary

- Approve mentor Charter at March Meeting - ITAB

- Create a new ITAB Phone List - Brenda

NEXT MEETING

1.   The next ITAB Meeting is scheduled for **March 20, 2002 at the Governor Office Building Room 450, 200 Madison Street.**

JH/bd

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Representatives of the news media may obtain copies of this notice by contacting:

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